
Corey J. Stoops, *Principal* Stephanie L. Woodall, *Assistant Principal*

Parent/Teacher Conference 2020 - Additional Details

Parent-Teacher Conferences for ALL GRADE LEVELS will take place remotely at during the last 2 weeks of November. The days and times will vary based on the grade levels. Please see additional details below.

Preschool and Primary (KDG-3) Grades – November 16-24th

If you have a child in Preschool-3 grade you will schedule a 15 minute conference with his/her homeroom teacher. Homeroom teachers will contact parents through email to set up a meeting time on one of the noted days. Please note: teacher schedules and availability may vary.

Grade 4 – November 19th and 23rd 3:15-7:45PM

If you have a child in grade 4, you will schedule a 15 minute conference with Mrs. Bellamah. Due to Mrs. Harker's surgery, she will be unavailable to conference. Mrs. Bellamah's conferences can be scheduled through PickATime. Conferences will be held through a Microsoft Teams call.

Grade 5 – November 19th and 23rd, 3:15-7:45PM

If you have a child in grade 5, you will schedule a 15 minute conference with the team of teachers for that grade level. Teachers are grouped as teams in the PickATime scheduler. Conferences will be held through a Microsoft Teams call.

Grades 6, 7 & 8 – November 19th and 23rd, 3:15-7:45PM

If you have a child in grades 6, 7 or 8, parents should schedule a conference with each individual teacher that they wish to speak with. Parents should use the PickATime scheduler to select meeting times. To allow for the maximum amount of conferences, the slot times for each teacher are only 10 minutes in length. Conferences will be held through a Microsoft Teams call.

Important Note: Subjects are not specified for each teacher, if your student has a teacher for multiple content areas you only need to schedule one slot time for that teacher.

Specials Teachers

Special area teachers will be i and available to speak with parents during the parent/teacher conference hours. Parents are welcome contact the special teachers to schedule an update on their child's classroom performance.

Corey J. Stoops, *Principal* Stephanie L. Woodall, *Assistant Principal*

PickATime Conference Scheduling Directions

Access the Parent Teacher Conference Scheduler by entering this URL in your web browser: <https://pickatime.com/gaschool/angels2020>

To Register:

1. Enter your email address and push "Login/Create Account".
2. Fill in the required fields and register.
3. **For each child**, enter your child's 8-digit student ID/lunch number: (ie: 6240 _ _ _ _).
This is also the password to their school email and Microsoft account.
4. You will also enter the security value, which is the student's date of birth in this format m-d-yyyy or 5-3-1992 for May 3, 1992.
5. Then click "Add".
6. **You must complete this step for each child.**

****All parents must complete the registration process.**

To Sign In:

If you have previously registered for conferences here, all you need to do is enter your email and password. The system will know about your appointments and the children you added to your account.

To Schedule:

1. Each colored square represents an available meeting time. The legend shows you what teacher corresponds to what color and the times increase as you go down the page. (**Note:** You will not see all of the teachers, just the set of teachers that your children have for class.) **Click on a square to book that time.**
2. After you set when you want the reminder email to be delivered, click "**Create Appointment**".
3. Repeat until you have a time with each teacher you'd like to visit with.
4. At any time you can click on "printable schedule" and print the resulting web page to get a hard copy of your schedule.
5. If you want to make changes to your schedule, you can log in at any time with your email and password.
6. If you have more than one appointment, they will be hidden. Click on the blue circle to the left of your name at the top of the screen to show your appointments. There will be links to modify the time, or cancel the appointment.

IMPORTANT NOTE: If you have two or more children at the school with the SAME teacher, you may wish to click on two or more adjacent available scheduling blocks with that teacher.